

January, 2014: Monthly Memos and Updates - Schools

Dear Authorized Representative/Food Service Director: This information was emailed to the Authorized Representative and the Food Service Director. If you desire additional staff members to receive the monthly emails please send me their contact information and I will add them to the distribution list. Sincerely, Patti Harding, Administrative Consultant

Paid Lunch Equity FY15

School Program regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced-price meals.

The FY15 Paid Lunch Equity Tool and USDA guidance are posted on the Bureau of Nutrition and Health Services web page under Monthly Memo and Updates Schools. As a reminder, public SFAs are not allowed to transfer funds from the general fund to the School Nutrition Fund to support maintaining a “lower” paid student meal cost nor is it allowable to use state reimbursement received for meals served as a non-federal source of funds. It is recommended that the SFA take action on this early in the year so the new paid meal price(s) may be approved locally and included with FY15 program information. Questions may be directed to Patti Harding at patti.harding@iowa.gov.

hawk-i/Medicaid Program - Sharing of Household Information - Submission due January 31, 2014.

Public Local Education Agencies (LEAs) are required by Iowa Administrative Code (283A.2) to release to the Department of Human Services Healthy and Well Kids in Iowa (hawk-i/ Medicaid Program) household information for the students eligible for free or reduced price meal benefits who have expressed interest in learning about hawk-i. Non-public LEAs are encouraged but not required to release household information. Reporting the names of parents/guardians who have requested an application is done in an on-line process at <http://www.hawk-i.org/>. Instructions are located in the Form Download section of the CNP 2000 system. Public LEAs with no names to report must file a report with no names. Contact Deb Linderblood at Deb.Linderblood@iowa.gov or 515-281-5663 for assistance.

Verification Collection Report – Submission due February 1, 2014

USDA requires all School Food Authorities (SFAs) to complete the Verification Collection Report. USDA developed a new reporting form to collect information related to the verification process. They are now requiring the SFA district/school/RCCI report in greater detail. The new form is now available on the CNP2000 system. All SFAs that operate the School Breakfast Program or National School Lunch Program must complete the Verification Collection Report on the CNP2000 system. Contact Deb Linderblood at Deb.Linderblood@iowa.gov or 515-281-5663 or Patti Harding at Patti.Harding@iowa.gov or 515-281-4754 for assistance. The PowerPoint from the webinar and USDA’s instructions are posted on the Bureau’s web page.

On-Site Monitoring Review Checklist

School Food Authority (SFA) with more than one school must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction PRIOR TO February 1.

Each on-site review must ensure the school’s claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school’s meal counting or claiming procedures, the SFA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problem(s).

You will find the On-Site Review Checklist document in the Form Download section of the CNP2000 system. Click the view button on the Form Download line and look for NSLP018 and select PDF or ZIP file. Complete the document and maintain on file with other program related files.